

**Iowa Department of Natural Resources
Environmental Protection Commission**

ITEM

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DECISION

TOPIC **IDALS-DSC – Nonpoint Source Program Administrative Staffing
Assistance Contract**

Recommendation:

The Department requests Commission approval of a contract in the amount of \$66,506.00 with the Iowa Department of Agriculture – Division of Soil Conservation (DSC) for one (1) year to provide administrative staffing assistance for existing and future section 319 nonpoint source pollution watershed improvement projects.

Funding Source:

This project will be funded through US EPA Section 319 Nonpoint Source Program grant dollars.

Background:

The Department shares in the funding of one position in IDALS-DSC to jointly support administration of Department 319 and DSC WPF/WSPF watershed improvement projects. Support for this shared position has been ongoing for several years.

Purpose:

The purpose of this contract is to retain DSC to assist the Department in the administration and implementation of Iowa's nonpoint source pollution management program through the retention of a position for this purpose in DSC's Field Services Bureau. The cost for this position, including salary and fringe benefits, DSC's associated indirect costs, and travel and per diem costs (excepting in-state transportation costs), shall be shared by both parties.

Consulting Firm Selection Process:

NA

Scope of Work:

For an outline of the **scope of work**, see the attached Section 5.1 of the Contract.

Allen Bonini, Supervisor
Watershed Improvement Section, Geological and Water Survey Bureau
Environmental Services Division

December 18, 2008

Section 5

STATEMENT OF WORK

- 5.1 Statement of Work.** Implementation of Iowa's Nonpoint Source Pollution Management Program is considered to be of mutual interest, and DNR and the Contractor wish to coordinate efforts to implement this program for their mutual benefit. In order to accomplish this objective the Contractor shall perform the following tasks:

Obligation	Task Milestone Date
Task 1: The Contractor shall identify, hire and assign a qualified individual, selected in consultation with DNR, to DSC's Field Services Bureau. In addition to regular duties assigned by DSC, this individual will provide up to half-time assistance to DNR in the administration of Iowa's nonpoint source pollution management program during the period of this contract. This assigned individual shall be located in the Contractor's central office.	No later than February 1, 2009.
Task 2: The individual assigned by the Contractor to provide services under this Contract shall provide DNR assistance with activities including, but not limited to: <ul style="list-style-type: none">a. providing information used to track project contracts, including but not limited to project reporting, project funding, budgets, expenditures, and cash flows;b. coordinating with DNR on the development and use of tracking systems and software applications to facilitate reporting and management of section 319 nonpoint source water quality improvement projects;c. supporting electronic transmission of all section 319 project reports from individual projects through the chain of administering agencies;d. providing reporting guidance to individual projects;e. participating in the coordination and planning of twice-yearly project coordinator meetings and individual annual project review meetings, as needed;f. coordinating the collection, review, and processing of watershed project annual work plans and budgets;g. coordinating the collection and distribution of watershed project monthly financial reports, and quarterly, annual and final reports for each active watershed project that comply with project contractual conditions;	Ongoing throughout term of the Contract.

<ul style="list-style-type: none"> h. attending and participating in DNR Nonpoint Source Program strategic and marketing meetings as requested by DNR and coordinated through DSC Field Services Bureau management; and i. conducting other activities supporting DNR and DSC administered nonpoint source pollution control programs and projects. 	
<p>Task 3: The Contractor shall provide supervision to the individual assigned by the Contractor to provide services under this Contract and shall provide support functions including, but not limited to, payroll, travel vouchers, all necessary office space, clerical assistance, computer support services, and a state vehicle or other suitable in-state transportation arrangements to facilitate necessary travel for the individual, all at the Contractor's own expense,</p>	Ongoing throughout term of the Contract.
<p>Task 4: The Contractor shall submit to DNR a report of the progress made in the preceding quarter toward completion of the required activities included in this Contract. This report shall include, at a minimum, the following information:</p> <ul style="list-style-type: none"> a. accomplishments during the previous quarter; b. activities planned for the upcoming quarter; and c. any problems or concerns encountered in the previous quarter. 	By January 15, April 15 and July 15 of each year.
<p>Task 5: The Contractor shall submit to DNR an annual report which:</p> <ul style="list-style-type: none"> • describes all work activities carried out as part of the Contract during the previous Contract fiscal period (October through September); • discusses progress made toward achieving the overall Contract purposes, as described in this Statement of Work; and • identifies the total documented Contract costs incurred during the previous Contract fiscal period (October through September), the funding programs used to pay these costs, and the amounts paid by each funding program. 	By October 31 of each year.
<p>Task 6: The Contractor shall submit to DNR a final Contract report which shall contain, at a minimum:</p> <ul style="list-style-type: none"> • the total federal Section 319 funds expended by the Contract; • a summary of other funds expended on the Contract; • a summary of accomplishments and 	By no later than 45 days prior to the expiration of this Contract.

<p>objectives by the Contract during the term of the Contract;</p> <ul style="list-style-type: none">• a comparison of actual accomplishments to the objectives established for the Contract in accordance with this Statement of Work; and• if the Contract objectives were not met, an explanation as to why.	
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